Attachments & Corrections

Attaching Documentation

- 1. To attach supporting documentation (timesheets, expense receipts, etc.), click "Create Document" and then click on the "Misc. Info" tab. The attachment specific buttons will appear on the right side of the page.
- 2. Click on the icon next to the "Attachments" drop down box.
- Click on the "Browse" button on the Attachments page. Select the file you wish to attach.
- 4. Click on the "Open" button.
- 5. Click "Continue". Your attachment will appear in the "Attachments" drop down box. Multiple attachments can be associated with a document, with the file size of EACH attachment not to exceed 2 MB. Click on the "Header" tab to return to the document. Click the "Submit" button.

Training & Information

WAWF Production Site

https://wawf.eb.mil

Web-Based Training Site

http://www.wawftraining.com

WAWF Practice Site

https://wawftraining.eb.mil

Navy WAWF Assistance Line

1-800-559-WAWF (9293)

Navy WAWF Quick References

http://www.abm.rda.hq.navy.mil/navyaos/content/view/full/99

DISA Ogden Help Desk

1-866-618-5988 cscassig@ogden.disa.mil



WAWF Quick Reference

Accepting or Rejecting Receiving Reports



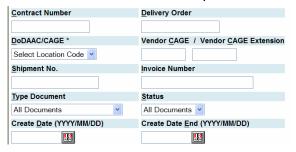
Accepting or Rejecting Receiving Reports

Getting Started

- Go to the WAWF Production Site at https://wawf.eb.mil
- 2. Click on "Logon" and type your user ID and Password and click "Submit".
- 3. Click the "Vendor" link on the left side of the screen.
- 4. Click on the sub-link "Access Acceptance Folder".

Locating and Viewing the Receiving Report

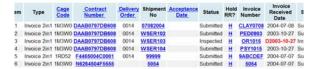
On the Search Criteria Screen, select your DoDAAC from the drop-down list.



<u>Note</u>: You can search for a specific receiving report by entering a contract number, vendor CAGE code, date range, or invoice number.

6. Click on the shipment number of the document you need to accept.

Acceptance Folder for DoDAAC 'HC1001' (6 items, sorted by Cor



<u>Note</u>: If the invoice received date is in red, the vendor offers a discount for early payment. Please process those first.

- 7. To view the receiving report information, click on the tabs at the top of the page: "Header", "Line Item", "Addresses", and "Misc Info".
- 8. Click on the "Line Item" tab to verify acceptance items. If accepting a COMBO RR enter number of accepted goods in the "Qty. Accepted" field.
- 9. To view attachments, go to the "Misc Info" tab, click on the attachment drop-down menu. If the document has an attachment, you can download it.
- 10. When you have reviewed all tabs and attachments of the receiving report, you can either accept the document or reject it to the initiator.

Accepting the Receiving Report

- 11.Scroll down to the bottom of the header page.
- 12.Click on the checkbox "Acceptance" at the bottom of the "Header" tab.
- 13.Enter the date fields.

	Date Received	Date goods/services were received by the Government.
	Date by Signature button	Date goods/ services were accepted .

- 14.Click on the "Signature" button, then enter your password. When the document is signed, your name will appear in the signature box.
- 15.To add an attachment, see instructions on the back of this Quick Reference.

- 16.Click "Submit" at the bottom of the "Header" tab.
- 17. You will receive a message that email notifications have been sent.

Rejecting the Receiving Report

- 11.Click on the "Misc Info" tab and enter a comment describing the reject reason.
- 12.Click on the 'Header' tab and click the "Reject to Initiator" box.
 - Note: To add an attachment, see instructions on the back of this Quick Reference.
- 13.Click "Submit" at the bottom of the "Header" tab.
- 14. You will receive a message that email notifications have been sent.